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12 NOV 1968

MEMORANDUM FOR: Directorate Representatives for Space Acquisition

SUBJECT : Space Inventory Verification

REFERENCE 

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1. In a memorandum to the Directorates on 22 May 1968, the Executive Director-Comptroller stated that the Deputy Director for Support had been directed not to acquire any additional space for Headquarters. In fact, the DD/S had been directed to make a concerted effort to reduce the amount of space now occupied or authorized. A semi-annual report to the Director was established showing the reductions in space effected and anticipated.

2. Pursuant to this memorandum, the Office of Logistics (OL) conducted an in-depth inventory of non-covert space in the Metropolitan Washington Area. The statistical data on space and personnel was computerized and forms the basis for the continuing system known as Computer Run on Agency Metropolitan Washington Area Space (CRAMS). Since the July inception of the program, it has been possible to periodically update the space portion of the system, but the personnel portion could not be kept current without establishing an information feedback system from the individual components.

3. The continuing space evaluation system being established relies heavily on the accuracy of the computer run. It is planned to update the CRAMS system monthly with two corrected copies furnished to the Directorates. One will be for their continuing use and the other as a work sheet to be corrected and returned to the Logistics Services Division, OL (LSD/OL), DD/S. The floor plans which form the visual counterpart to CRAMS will be made available to the Directorates for initial verification. Note that the space portion of CRAMS statistics are as of the completion of all presently approved moves, even if the space has not yet been physically occupied.

4. The following definitions are used in CRAMS. Although there are various ways of calculating space and defining terms, the following are consistent with Government usage and have been adopted for the CRAMS system:

- a. Square Footage - Computed by measuring from the normal inside finish of the exterior walls to the office side of corridor walls or to the center

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line of partitions which separate the area being measured from an adjoining assignable area. No adjustment is made for columns, projections, or circulation aisles. (The foregoing is the net assignable area definition.)

b. Space Classification:

- (1) **Office Type** - Space which provides an environment suitable for an office operation. The interior treatment of the space is the first consideration, that is, irrespective of its present use it can be considered as having application for office type operation if it can be adapted without major alterations. This type of space would include but is not limited to the following examples: space now being used for conventional offices, most conference rooms, most classrooms, file rooms for the immediate office, reception areas, lounges, and secretarial space.
- (2) **Non-Office Type** - Either special type space or storage type space.
 - (a) **Special type** - Space which by reason of installed fixed facilities or utilities is adapted for special use and which does not provide an environment suitable for an office operation without extensive alterations. Examples are: computer rooms, theaters, specially equipped conference rooms and classrooms, dispensaries, laboratories, fixed stack libraries, machine rooms, darkrooms and shops.
 - (b) **Storage type** - Space suitable for storage of supplies, equipment or records and could not be used for offices without extensive alterations. Examples are: warehouses, basement areas, and storage closets.
- c. **Work Station** - The area, furniture, equipment, and configuration required by one worker. For CRAMS use, this is the number of desks (or tables or other furniture used as desks) in office type space only.
- d. **Personnel** - Includes all full-time employees. Employees on detail to or from other activities shall be included in the census for the component where they are physically reporting for duty. Includes all part-time employees who work a minimum of twenty hours per week, and all part-time and contractor employees for whom exclusive work stations are provided regardless of the amount of time spent in a duty status. Includes authorized positions which are temporarily vacant and development

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complement personnel if an exclusive work station has been provided or identified. If there are shift personnel involved in office space, indicate the maximum number normally present.

3. The following action is requested:

- a. Verify the computer run as to physical location of the components as listed.
- b. Break down the computer run space and personnel figures to one organizational level below that indicated, i. e. , from second level to third level, e. g. , DDL/DCS to DDL/DCS/ID. It will be necessary to refer to the floor plans provided in order to calculate the square footages for each third level component. Indicate the breakdown of space and personnel by type of space on the computer run provided and return it to LSD/OL, room 4E-66, Headquarters Building. The floor plans may be retained.
- c. Verify categorization of space. For all non-office space, describe why it is classified as non-office space, e. g. , computer room, signal center, etc. Note that the definition of office type space will necessitate changes in the present computer run for conference rooms and some classrooms.



Chief, Logistics Services Division, OL

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